

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 18, 2006

PAYROLL LETTER #06-016

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **SUPPORT ORDER INFORMATION AND NEW CHILD SUPPORT GARNISHMENT FORM**

As required by Federal Law and California Family Code Section 5236, the Department of Child Support Services (DCSS) has implemented a statewide Child Support Automation System. As part of this system, the DCSS has established a Statewide Disbursement Unit (SDU) to give all employers the benefit of a centralized processing center responsible for the collection and disbursement of child support payments. This includes support payments sent to local child support agencies and those sent to individuals.

The DCSS previously communicated this change to payees and recipients of child support payments. Questions may be directed to the DCSS at 1-866-325-1010 or visit the SDU website at www.casdu.com for additional information.

The addresses for all existing support payments sent to local support agencies have been changed to the SDU address. Do not change the addresses for support payments sent to local support agencies or support payments sent to individuals. The State Controller's Office will make all of the necessary address changes. The case number completed on the garnishment form will be changed by the State Controller's Office to a new child support tracking number provided by the SDU. The new tracking number will be reflected on the CD155 and the garnishment warrant.

INSTRUCTIONS

To assist the DCSS in implementing these changes, the State Controller's Office will mail a listing to agencies/campuses, beginning September 19, 2006, identifying employees with an active ongoing or arrears support order(s), Deduction Code 038 and Deduction Code/Organization Code 339-002.

Employees with a IV-D support order(s), those paid to a local or out-of-state support agency, are lined off the listing and do not require your assistance. Employees with a Non IV-D support order(s), those paid to an individual, are not lined off and require your assistance.

Since the State Controller's Office cannot distinguish between the various types of support orders, you are asked to identify whether the listed employees have a child support, family support, or a child support in conjunction with spousal support deduction and provide a copy of the court order(s). If you manually process a child support related order(s) outside of the payroll system, make a copy of the court order(s) and attach a note indicating the employee was not on the listing. Do not provide a copy of the court order for spousal support only or voluntary child support deductions.

The listing has been sorted by agency/unit and social security number and includes deduction code and deduction amount to assist in identifying the affected employees. The deduction amount reflects the monthly withheld amount. Percentage based deductions will be printed as zeroes. In some cases where there are multiple support orders, the State Controller's Office may have split one of the orders into two deductions to prevent duplicate deduction amounts. For example, if two support orders were submitted with a \$500 deduction, they may have been split into deduction amounts of \$500, \$300, and \$200.

Please complete and return the listing by October 11, 2006. The information below identifies the fields and completion instructions.

FIELD	ENTER
Department/Campus Contact	Enter a contact name and phone number.
Agy/Unt (Agency/Unit)	Pre-printed. No entry required.
SSA	Pre-printed. No entry required.
Fst Init (First Initial)	Pre-printed. No entry required.
Last Name	Pre-printed. No entry required.
Birthdate	Pre-printed. No entry required.
Ded Code	Pre-printed. No entry required.
Deduction Amount	Pre-printed. No entry required.
Spousal Supp Only	Enter Yes if the support order is for spousal support only.
Not Applicable	Enter Yes if the support order is not spousal, child, family, or child related support.
Court Order Attached	Enter Yes if court order is attached. Enter No if it is child, family, or child related support and the court order is not attached.

Please return the listing to the address below after it has been completed.

State Controller's Office
P.O. Box 942850
Sacramento, CA 94250-5878
Attn: Lynn Black 10th Floor

NEW GARNISHMENT FORM (PPSD 638) AND INSTRUCTIONS

A new garnishment form, Salary Garnishment Child Support/Family Support (PPSD 638), is available via the Internet on the State Controller's Office Public website at www.sco.ca.gov/ppsd/empinfo/childsup/ppsd638.pdf. This new form is to specifically identify child support related garnishments from other types of support garnishments. Begin using this form immediately for all **child support, family support, and child support in conjunction with spousal support related garnishments.**

Complete all items on the new form where applicable. Enter the case number and payee name in the grids above the pre-printed SDU address in item 12. Effective immediately, when establishing, modifying, or canceling a child support related garnishment, a copy of the court order must be attached to the Salary Garnishment Child Support/Family Support (PPSD 638). For child support related court

orders processed outside of the payroll system, submit a copy of the court order directly to the SDU. The DCSS requires the court order to accurately update their database.

The Salary Garnishment Child Support/Family Support (PPSD 638) cannot be faxed to PSD. Therefore, it is imperative that you mail the new garnishment form (original plus one copy) with the court order as quickly as possible to PSD to reduce the possibility of wage withholding delays or over withholding. Form PSD 638 will be available via the Department of General Services website in the future.

Continue using Salary Garnishment Form STD. 639 for spousal support, out-of-state support, and all non-child support related garnishments. The STD. 639 will be revised at a later date to reflect the recent changes.

CONTACTS

Please contact Lynn Black at (916) 327-3926 or via email at lblack@sco.ca.gov if you have any questions concerning this payroll letter. Please contact the Garnishment Unit at (916) 323-0553 if you have any questions pertaining to the completion of the PSD 638. Revisions to the Payroll Procedures Manual are forthcoming.

DS:LB:PMAB